

Missouri Department of Transportation
David B. Nichols, Director

573.751.2551
Fax: 573.751.6555
1.888.ASK MODOT (275.6636)

[DATE]

[OWNER NAME]
[OWNER ADDRESS]
[OWNER CITY], [OWNER STATE] [OWNER ZIP]

RE: Permit [PERMIT NUMBER]
[COUNTY] County, [ROUTE]

Dear [OWNER CONTACT]:

A recent inspection found that the sign for permit [PERMIT NUMBER] is in disrepair. Please take measures to repair the sign within thirty (30) days.

Permit [PERMIT NUMBER] is conforming out of standard. Reasonable maintenance and repair of a conforming out of standard sign is permissible in accordance with Section 226.541, RSMo; however, permit holders should contact me at [PHONE NUMBER] prior to making any changes to a sign.

For additional information regarding outdoor advertising rules and regulations, please log onto http://www.modot.org/business/Outdoor_Advertising.

Sincerely,

[PERMIT SPECIALIST]
[PERMIT SPECIALIST TITLE]

[PHOTO]

